

APPROVED 9/3/2002

State of Texas
Records Retention Schedule

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11/5/03

Automated Facsimile of SLR-105

2. AGENCY CODE: 501

3. AGENCY: TEXAS DEPARTMENT OF HEALTH

4. Records Series
Item #

5. Agency
Item #

6. Records Series Title

7. RETENTION PERIOD
Agency Storage Total

8. Sec 9. Arch 10. Med 11. Vital

12. Remarks

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010 - PUBLIC HEALTH REGION - MEDICAL RECORDS

3692	CD4 ONLINE MANAGEMENT PATIENT INFORMATION SYSTEM (COMPIS) REPORTS GENERATED FROM THE DATABASE.	AV	AV	C	P		
3693	PREVENTION COUNSELING NOTES, RISK REDUCTION PLANS, AND CASE MANAGEMENT RECORDS COMPILED ON HIV POSITIVE CLIENTS	AC	AC	C	P	AC=FOR ADULTS: 7 YEARS AFTER LAST DATE OF SERVICE OR PATIENT'S DEATH, IF KNOWN. AC=FOR CHILDREN: 3 YEARS AFTER 21ST BIRTHDAY, EVEN IN DEATH, OR 7 YEARS; WHICHEVER COMES LATER.	
3811	ADULT HEALTH PROGRAM RECORDS	AC+7	AC+7	C	O	X	AC= LAST SERVICE DATE; PAPER, ELECTRONIC
3812	CHILD HEALTH PROGRAM RECORDS	AC	AC	C	O		AC=LATER OF PATIENT'S 21ST BIRTHDAY OR 7 YEARS PAST LAST SERVICE DATE, WHICHEVER COMES LATER; PAPER, ELECTRONIC
3813	CHRONICALLY ILL & DISABLED CHILDREN PROGRAM RECORDS	AC	AC	C	O		AC=LATER OF PATIENT'S 21ST BIRTHDAY OR 7 YEARS AFTER LAST SERVICE DATE; PAPER, ELECTRONIC
3827	FAMILY HEALTH PROGRAM RECORDS	AC	AC	C	O		AC=LATER OF 21ST BIRTHDAY OF YOUNGEST CHILD OR 7 YEARS AFTER LAST SERVICE DATE; PAPER, ELECTRONIC
3831	FAMILY PLANNING PROGRAM RECORDS (INVOLVING USE OF I.U.D.)	LA+AC	LA+AC	C	O		LA=LIFE OF I.U.D. DEVICE AC=LATER OF PATIENT'S 21ST BIRTHDAY OR 7 YEARS AFTER LAST SERVICE DATE; PAPER, ELECTRONIC
3835	FAMILY PLANNING PROGRAM RECORDS (INVOLVING SURGICAL IMPLANTATION OF CONTRACEPTIVE)	LA+AC	LA+AC	C	O		LA=LIFE OF CONTRACEPTIVE AC=LATER OF PATIENT'S 21ST BIRTHDAY OR 7 YEARS AFTER LAST SERVICE DATE; PAPER, ELECTRONIC
3849	FAMILY PLANNING PROGRAM RECORDS (NOT INVOLVING USE OF I.U.D. OR SURGICALLY IMPLANTED CONTRACEPTIVE)	AC	AC	C	O		AC=PATIENT'S 21ST BIRTHDAY OR 7 YEARS AFTER LAST SERVICE DATE, WHICHEVER COMES LATER; PAPER, ELECTRONIC
3858	MATERNAL HEALTH PROGRAM RECORDS	AC	AC	C	O		AC=INFANT'S 21ST BIRTHDAY, MOTHER'S 21ST BIRTHDAY, OR 7 YEARS AFTER LAST SERVICE DATE, WHICHEVER COMES LATER; PAPER, ELECTRONIC

RETENTION CODES (Field 7)

MEDIUM CODES (Field 10)

ARCHIVAL CODES (Field 9)

SECURITY CODES (Field 8)

VITAL CODES (Field 11)

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3860	SEXUALLY TRANSMITTED DISEASE MEDICAL RECORDS CONTAINING POSITIVE SYPHILIS TESTS INCLUDING CONGENITAL SYPHILIS	AC+7	AC+7	C	O	AC=PATIENT'S DEATH, IF KNOWN, OR 18 YEARS FROM THE LAST DATE OF SERVICE; PAPER, ELECTRONIC.
3861	SEXUALLY TRANSMITTED DISEASE MEDICAL RECORDS OTHER THAN POSITIVE SYPHILIS TESTS.	AC+7	AC+7	C	O	AC=LAST DATE OF SERVICE OR PATIENT'S 21ST BIRTHDAY, WHICHEVER COMES LATER.; PAPER, ELECTRONIC
3871	ALL SEXUALLY TRANSMITTED DISEASE INTERVENTION RECORDS, AND HIV/AIDS DISEASE INTERVENTION RECORDS, INCLUDING INVESTIGATIONS, INTERVIEWS, AND DISEASE INTERVENTION CASE MANAGEMENT NOTES.	AC+3	AC+3	C	O	AC=LAST DATE OF SERVICE OR PATIENT'S 21ST BIRTHDAY, WHICHEVER COMES LATER; PAPER, ELECTRONIC.
3873	TUBERCULOSIS PROGRAM RECORDS	AC	AC	C	O	AC=LATER OF PATIENT'S 21ST BIRTHDAY OR 7 YRS AFTER LAST SERVICE DATE. X-RAYS GIVEN TO PATIENT OR RETURNED TO PROGRAM MANAGER FOR DISPOSITION; PAPER, ELECTRONIC
3875	COMMUNICABLE DISEASES PROGRAM RECORDS	AC	AC	C	O	AC=PATIENT'S 21ST BIRTHDAY OR 7 YEARS AFTER LAST SERVICE DATE, WHICHEVER IS LATER; PAPER, ELECTRONIC
3878	HANSEN'S DISEASE RECORDS	PM	PM	C	O	RETAINED FOR RESEARCH; PAPER, ELECTRONIC
3880	IMMUNIZATION RECORD AND FORMS - ADULT	CE+10	CE+10	C	O	CE=END OF CALENDAR YEAR IN WHICH FORM WAS SIGNED; PAPER, ELECTRONIC
3881	IMMUNIZATION RECORD & FORMS -CHILDREN	AC	AC	C	O	AC=CHILD'S 21ST BIRTHDAY OR 10 YEARS FOLLOWING END OF CALENDAR YR IN WHICH FORM WAS SIGNED, WHICHEVER IS LATER. WHEN USING THE C-100 FORMS IT IS NOT NECESSARY TO RETAIN THE VACCINE INFORMATION MATERIALS; PAPER, ELECTRONIC.
3882	INFANT SCREENING FOR GENETIC OR METABOLIC DISORDERS	AC	AC	C	O	AC=PATIENT'S 21ST BIRTHDAY; PAPER, ELECTRONIC

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010 - PUBLIC HEALTH REGION - MEDICAL RECORDS

3883	HEALTH RISK APPRAISAL	AC	AC	C	O	AC=PATIENT'S 21ST BIRTHDAY OR 7 YEARS AFTER LAST SERVICE DATE, WHICHEVER COMES LATER; PAPER, ELECTRONIC
3891	BLOOD PRESSURE SCREENING	AC	AC	C	O	AC=PATIENT'S 21ST BIRTHDAY OR 7 YRS AFTER LAST SERVICE DATE, WHICHEVER COMES LATER; PAPER, ELECTRONIC
3894	BLOOD PRESSURE REFERRAL	AC	AC	C	O	AC=LATER OF PATIENT'S 21ST BIRTHDAY OR 7 YEARS AFTER LAST SERVICE DATE; PAPER, ELECTRONIC
3895	HIV POSITIVE ANONYMOUS TEST RESULTS (INCLUDES SEROLOGY, COUNSELING NOTES, RISK REDUCTION PLAN, AND PREVENTION CASE MANAGEMENT RECORDS)	AC+1	AC+1	C	O	AC=TEST DATE OR LAST DATE OF SERVICE; WHICHEVER COMES LATER; PAPER, ELECTRONIC
3896	HIV NEGATIVE ANONYMOUS TEST RESULTS, INCLUDING SEROLOGY, COUNSELING NOTES, AND RISK REDUCTION PLAN.	AC	AC	C	O	AC=GIVEN TO CLIENT OR RETAINED FOR 90 DAYS AFTER TEST DATE; WHICHEVER COMES FIRST; PAPER, ELECTRONIC.
4264	HIV POSITIVE CONFIDENTIAL TEST RESULTS INCLUDING SEROLOGY AND MEDICAL RECORDS.	AC+7	AC+7	C	O	AC=PATIENT'S DEATH, IF KNOWN, OR 18 YEARS FROM LAST DATE OF SERVICE; PAPER, ELECTRONIC.
4267	CD4 ONLINE MANAGEMENT PATIENT INFORMATION SYSTEM (COMPIS) DATABASE. (ELECTRONIC CLIENT SERVICE PROVISION RECORDS.)	AC+3	AC+3	C	E	AC=END OF RYAN WHITE TITLE II CONTRACT PERIOD. HARD COPY RECORDS AND DOCUMENTS FROM WHICH THE DATABASE IS DERIVED MUST BE RETAINED ACCORDING TO THE APPROPRIATE SCHEDULE.
4276	HIV SERONEGATIVE CONFIDENTIAL TEST RESULTS, INCLUDING SEROLOGY, COUNSELING NOTES, AND RISK REDUCTION PLAN.	AC	AC	C	O	AC= 7 YEARS PAST THE LAST DATE OF SERVICE OR UNTIL PATIENT'S 21ST BIRTHDAY, WHICHEVER COMES LATER; PAPER, ELECTRONIC.
4277	VISION, HEALTH & SPEECH SCREENING	AC	AC	C	O	AC=LATER OF PATIENT'S 21ST BIRTHDAY OR 7 YEARS AFTER LAST SERVICE DATE; PAPER, ELECTRONIC

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4456	DIABETICS SCREENING	AC		AC	C	O	AC=LATER OF PATIENT'S 21ST BIRTHDAY OR 7 YEARS AFTER LAST SERVICE DATE; PAPER, ELECTRONIC
4507	OTHER LABORATORY SCREENINGS & TESTS	AC		AC	C	O	AC=PATIENT'S 21ST BIRTHDAY OR 7 YEARS AFTER LAST SERVICE DATE, WHICHEVER COMES LATER; PAPER, ELECTRONIC
4512	INFANT SCREENING FOR GENETIC OR METABOLIC DISORDERS	AC		AC	C	O	AC=PATIENT'S 21ST BIRTHDAY; PAPER, ELECTRONIC
4520	DENTAL RECORDS	AC		AC	C	P	AC=PATIENT'S 21ST BIRTHDAY OR 7 YEARS AFTER LAST SERVICE DATE, WHICHEVER COMES LATER
4521	DENTAL REFERRALS	AC		AC	C	O	AC=PATIENT'S 21ST BIRTHDAY OR 7 YEARS AFTER LAST SERVICE DATE, WHICHEVER COMES LATER; PAPER, ELECTRONIC
4526	COMMUNICABLE DISEASE SURVEILLANCE FORMS COMPLETED BY TDH PERSONNEL	AC		AC	C	O	AC=PATIENT'S 21ST BIRTHDAY OR 7 YRS AFTER LAST SERVICE DATE, WHICHEVER IS LATER. ORIGINAL VACCINE-PREVENTABLE DISEASE SURVEILLANCE FORMS FOR THE FOLLOWING DISEASES: MEASLES, MUMPS, RUBELLA, CONGENITAL RUBELLA SYNDROME, TETANUS, PERTUSSIS, AND HEPATITIS B, SHOULD BE SENT TO THE BUREAU OF IMMUNIZATION AND PHARMACY SUPPORT. DISEASE SURVEILLANCE FORMS FOR OTHER REPORTABLE INFECTIOUS DISEASES INCLUDING TUBERCULOSIS, HEPATITIS A & C, ROCKY MOUNTAIN SPOTTED FEVER, LYME DISEASE, SHOULD BE SENT TO THE BUR OF COMMUNICABLE DISEASE CONTROL.; PAPER, ELECTRONIC
4662	MEDICAL CASE MANAGEMENT PATIENT RECORDS	AC		AC	C	O	PAPER, ELECTRONIC; AC=7 YEARS PAST THE LAST DATE OF SERVICE OR UNTIL THE PATIENT IS 21 YEARS OF AGE, WHICH EVER IS LONGER.

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010 - PUBLIC HEALTH REGION - MEDICAL RECORDS

4810 SPECIAL PROJECTS AND RESEARCH

AV

AV

C

P

USUALLY 10 YRS, BUT A DIFFERENT RET. PERIOD
MAY BE ESTABLISHED AT PROJECT
IMPLEMENTATION

4979 WOMEN/INFANT/CHILDREN PROGRAM
RECORDS

AC

AC

C

O

AC=3 YEARS FOLLOWING DATE OF SUBMISSION OF
FINAL EXPENDITURES REPORT; PAPER,
ELECTRONIC

4.1

5010 FINANCIAL RECORDS RELATING TO PROGRAM
SERVICES

FE+5

FE+5

C

P

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